
HIDOD PERSONNEL BULLETIN

NO. 2005-02

1 November 2005

FEDERAL TECHNICIANS

FORFEITURE/RESTORATION OF ANNUAL LEAVE

(Mrs. Hashimoto, 733-4116)

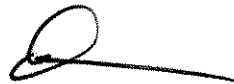
1. Technicians are advised that the current leave year ends on ***Saturday, 7 January 2006***. Annual leave **in excess of 240 hours will be automatically forfeited at the end of the leave year.** Annual leave in excess of 240 hours is considered "use or lose" if accrued but was not used by the end of the leave year.
2. While supervisors must review their subordinates' leave balances and schedules to avoid annual leave forfeitures, technicians are responsible for coordinating their annual leave schedules with their supervisors.
3. The law requires that decisions to schedule/reschedule annual leave must be made before the start of the third biweekly pay period prior to the end of the leave year before restoration of forfeited annual leave can be considered. This means the technician's written request (i.e., OPM Form 71) and approval to use the "use or lose" annual leave must be accomplished before 26 November 2005.
4. Exceptions to automatic forfeiture are:
 - a. Exigency of public business. The exigency, or mission demand, must be of such importance as to preclude the use of scheduled/rescheduled annual leave. The exigency must be approved, normally in advance, through supervisory channels.
 - b. Sickness, injury, or other medical condition for which paid sick leave or continuation of pay (COP) were approved thereby interfering with the use of scheduled/ rescheduled annual leave. The technician's sickness or injury occurred late in the leave year or was of such duration that the excess annual leave could not be rescheduled for use before the end of the leave year.
 - c. Administrative error resulting in the forfeiture of annual leave through no fault of the technician.
5. Requests for restoration of forfeited annual leave *must* be submitted to the Human Resources Office (HRO), through command/supervisory channels, ***after 7 January 2006***.

This bulletin is effective until 31 March 2006 unless sooner rescinded or superseded.

Documentation of the scheduled and, as necessary, rescheduled leave is required. The following information must be included in the request:

- a. The calendar date(s) on which annual leave was scheduled and approved by an authorized official.
 - b. The amount(s) of annual leave hours scheduled and approved for use.
 - c. Reason(s) for cancellation of approved annual leave. If cancellation was due to an operational demand ("exigency of public business"), include the beginning and the ending dates of that demand, and attach a copy of the official documentation which stated the demand had cancelled the scheduled approved leave.
 - d. The calendar date on which the cancelled annual leave was rescheduled for use.
 - e. The amount(s) of cancelled annual leave hours rescheduled for use.
6. The Office of Personnel Management (OPM) issued final regulations to assist Federal employees who would lose entitlement to excess annual leave because of their involvement in national emergency efforts. The regulations will *deem* those employees determined necessary to respond to the national emergency efforts as meeting the requirement of an "exigency of public business" for the purpose of restoring forfeited annual leave. In addition, these employees will be deemed to have scheduled their excess annual leave in advance. Therefore, these employees need only include the number of hours of annual leave to be restored and documentation of the operational demand (i.e., copy of active duty orders) in their requests for restoration.

FOR THE ADJUTANT GENERAL:



KEITH H. TANOUYE
LTC, AG, HIARNG
Human Resources Officer

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